



SMART AID

Divine Providence Academy 2019 – 2020 Online Instructions

Access Application

<https://smartaidforparents.com>

School ID: 12029

School Name: Divine Providence Academy

Application Deadlines:

Application Deadline for Round 1 of Bishop Scholarship: 12/1/2018

Application Deadline for Round 2 of Bishop Scholarship: 2/2/2019

We encourage families to apply early, but other rounds of financial aid will be available in the Spring until Bishop Scholarship funds are exhausted.

Eligible Grades

K – 8th Grade

Smart Aid Application Fee: \$30

Required Supporting Documentation for Each Employed/Self Employed Parent

Applications submitted without documentation will not be processed.

- Most recent paystubs
- 2018 W-2 forms for all jobs.
- 2017 filed tax return: 1040, 1040A, 1040EZ with all schedules. 2018 tax returns mandated after 4/15/19. 2017 filed business tax return: 1120, 1120S, 1065 (if applicable). 2018 business returns mandated after 4/15/19.
- Supplemental income documentation: Social Security income, Welfare, Food Stamps, Child Support, 1099-M Forms, Worker's Compensation, Unemployment, Veterans Benefits, Housing Allowance, etc.
- If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why. This information will be shared with your school for consideration.

Creating Your Account

Please visit <https://smartaidforparents.com> and create your account by entering your primary email address as your username. Smart Aid will use this email address to contact you in the event that your application is "on hold" for missing documentation. Once you create your username and password, you will receive a verification email. Once you click the verification link in the email to verify that you are the account holder, you will be able to log in using the username and password you created. Please be advised that if you do not click the verification link that is sent to your email address, you will not be able to log in or reset your password.

You will also receive an Application ID unique to your family. Please keep this ID number for any reference and for new logins.

Submitting Documentation for Each Employed/Self Employed Parent

Documentation should be submitted at the time the application is completed. Application IDs must be included on all mailed documents. Failure to include your ID will delay processing of your application. Please be advised that each document must be uploaded separately under the appropriate document type in order for your application to automatically move into the review status if you utilize the Direct Upload feature.

- Direct Upload: <https://smartaidforparents.com> (login with your username and password and click Documentation tab)

Application Rollover

If you created a Smart Aid account to apply for financial aid in a prior year, your application will roll over into the next school year. Your username and password will remain the same, as well as your application ID number (with the exception of the first two digits as that indicate the school year). The Parent/Guardian and Dependents section of the application will be auto-filled for you, you will simply need to confirm the information before advancing to the next sections of the application. If any information from the Parent/Guardian and Dependent section should be updated, please make the necessary changes.











Smart Aid Contact Information

- Phone Support: 1-(800)-360-8027
- Email Support: support@smartaidforparents.com



Parent Application - Required Documents

Questions are based on financial information and to ensure accurate entries, please have the following documents readily available while you complete the application.

-  Paystub(s) for all current employment
-  W2 forms
-  1040 with all schedules and attachments
-  Business income documentation (1065, 1120, 1120S)
-  Benefit statements for federal/state assistance or veteran programs
-  1099-M income forms
-  Mortgage or rent payment details for all properties
-  Utility bills for all properties
-  Housing insurance for all properties
-  Property tax information for all properties
-  Medical expense information
-  Child care or elderly care documentation
-  Retirement, savings, and asset documentation
-  Vehicle payment and insurance information